

OPERATIONS SECTION CHIEF CHECKLIST

Responsibilities

The Operations Section Chief, a member of the General Staff, is responsible for the management of all operations directly applicable to the primary mission of the SECC. The Operations Section Chief activates and supervises organization elements in accordance with the SECC Action Plan and directs its execution. The Operations Section Chief directs the preparation of unit operational plans, requests or releases resources for the SECC, filters orders for state resources and relays these to logistics, makes expedient changes to the SECC Action Plan as necessary, and reports those to the SECC IC. The Deputy SECC IC may fill the Operations Section Chief position or there may need to be a Deputy Operations Section Chief to assist with activity depending on the needs or levels of activation.

Activation Phase Actions

- ☐ Follow the Common Responsibilities Activation Phase Checklist.
- ☐ Obtain briefing from the SECC IC.
- ☐ Ensure that the Operations Section is set up properly and that appropriate personnel, equipment, and supplies are in place, including maps and status boards.
- ☐ Meet with Plans/Intelligence Section Chief and obtain a preliminary situation briefing.
- ☐ Based on the situation, activate appropriate branches within the section. Designate Branch Directors and Groups as necessary.
 - Field Services Branch
 - Response Branch
 - Recovery Branch
- ☐ Request additional personnel for the section as necessary for 24-hour operation.
- ☐ Obtain a current communications status briefing from the Communications Unit in Logistics. Ensure that there is adequate equipment and frequencies available for the section.
- ☐ Determine estimated times of arrival of Section staff from the Resource Unit.
- ☐ Confer with the SECC IC to ensure that the Plans/Intelligence and Logistics Sections are staffed at levels necessary to provide adequate information and support for operations.
- ☐ Coordinate with the Liaison Officer regarding the need for Agency Representatives in the Operations Section.
- ☐ Establish radio or cell-phone communications with Department Operations Centers (DOC's) if activated.
- ☐ Determine activation status of other local government EOC's within the disaster area and establish communication links with them.
- ☐ Based on the situation known or forecasted, determine likely future needs of the Operations Section.
- ☐ Identify key issues currently affecting the Operations Section. Meet with Section personnel and determine appropriate section objectives for the first operational period.
- ☐ Review responsibilities of branches/Unit within the Section. Develop an Operations Plan detailing strategies for carrying out operational objectives.
- ☐ Adopt a proactive attitude. Think ahead and anticipate situations and problems before they occur.

Operational Phase Actions

- ☐ Ensure that all section personnel are maintaining their individual position logs.
- ☐ Ensure that situation and resources information is provided to the Plans/Intelligence Section on a regular basis or as the situation requires, including Status Reports and Major Incident Reports.
- ☐ Ensure that all media contacts are referred to the Public Information Officer.
- ☐ Conduct periodic briefings and work to reach consensus among staff on objectives for forth-coming operational periods.
- ☐ Attend and participate in SECC Action Planning meetings.
- ☐ Develop “Operations” portion of SECC Action Plan. Work closely with each Branch Directors to ensure that the Operations Section objectives, as defined in the current Action Plan, are being addressed.
- ☐ Monitor and review the “web based” DES 209 situation reports. Disseminate important information from these reports to all SECC functions.
- ☐ Review information about special activities, events, and occurrences to Reports Specialists in Planning Section and to SECC IC.
- ☐ Notify the SECC IC of incidences of scarce resources ordered. The SGC Group may have to make the determination of where scarce resources are deployed.
- ☐ Ensure that the Branches coordinate all resource needs through the appropriate Mutual Aid Coordinators or the Logistics Section.
- ☐ Receive and screen resource orders from the requesting incident or event.
- ☐ Transmit resource orders to Logistics on the ICS 213 – General Message Form.
- ☐ Ensure that intelligence information from Branch Directors is made available to the Plans/Intelligence Section in a timely manner.
- ☐ Ensure that fiscal and administrative requirements are coordinated through the Finance/Administration Section.
- ☐ Brief the SECC IC on all major incidents.
- ☐ Complete a Major Incident Report for all major incidents. Forward a copy to the Plans/Intelligence Section.
- ☐ Brief Branch Directors periodically on any updated information you may have received.
- ☐ Share status information with other Sections as appropriate.
- ☐ Maintain SECC Time Record and ICS-214 Activity Log.

Deactivation Phase Actions

- ☐ Follow the Common Responsibilities Deactivation Phase Checklist.

Field Services Branch Director Checklist

Responsibilities

TO BE DEVELOPED

Activation Phase Actions

- ☐ Follow the Common Responsibilities Activation Phase Checklist.
- ☐ Obtain briefing from the SECC IC.

Operational Phase Actions

- ☐ Supervise MTDES Agency Representative activities while they are deployed to the field.
- ☐ Maintain SECC Time Record and ICS-214 Activity Log.
- ☐ Coordinate and ensure coverage of District Representative's positions.
- ☐ Coordinate activities of the District Representatives.
- ☐ When interacting with Tribal Nations, consult with the Recovery Branch Director regarding actions being taken in the Tribal Nations.

Deactivation Phase Actions

- ☐ Follow the Common Responsibilities Deactivation Phase Checklist.

MT DES Agency Representative Checklist

Responsibilities

MT DES Agency Representatives provide technical support to the local governments, local government EOC's, and the local DES Coordinator/EM Director; answer questions for the local governments, etc. Represent MT DES to the local government.

Activation Phase Actions

- ☐ Follow the Common Responsibilities Activation Phase Checklist.
- ☐ Obtain briefing from the Field Services Branch Director or Operations Section Chief.

Operational Phase Actions

- ☐ Obtain briefing from the SECC IC or Operations Section Chief.
- ☐ Check-in with local EOC and DES/EM coordinator or designated liaison.
- ☐ Review this list of duties with local Point of Contact (POC)
- ☐ Obtain a briefing and attend regular incident briefings
- ☐ Establish a working location and advise appropriate POCs of location and all communication numbers (phone, cell, fax, e-mail, etc.).
- ☐ Provide information about:
 - MT DES organization
 - Declaration Process (local, state, federal)
 - Local Government Disaster Information Manual
 - MCA Title 10
 - National Guard as a resource
 - Emergency Management principles
 - MT DES resource ordering process
- ☐ Assist local jurisdiction in submitting an updated Situation Report to the SECC Plans Section. (Once daily if less than 24 hour/day or twice if 24 hour/day operation).
- ☐ Provide a candid assessment of the local government's situation, incident potential, and response capability.
- ☐ Maintain a list of other assisting and cooperating State and Federal agencies and resources.
- ☐ Assist in establishing and coordinating State contacts for the local jurisdiction.
- ☐ Advise local POC and responsible Commissioners/Council Members/Managers about 2-mil process and ELIGIBLE expenses which may be reimbursed under a State or Federal declaration. (Utilize the LGDIM)
- ☐ Attend all planning meetings.
- ☐ Lend expertise to the production of documents, reports, etc. as requested.
- ☐ Act as a facilitator, mediator, problem solver, or quality control person as requested.
- ☐ Provide insights and regular briefings to SECC.
- ☐ Brief relief personnel and advise them of current conditions.

- ☐ Maintain an ICS-214 Activity Log and submit to SECC daily.
- ☐ Maintain a SECC Time Report and submit to SECC daily.
- ☐ Order all support resources through SECC Logistics to include transportation, lodging, communications equipment, etc. and submit receipts to the SECC daily.
- ☐ Have a debriefing session with the Local Liaison Officer or Incident Commander and Local DES/EM Coordinator before leaving.
- ☐ Submit an After Action Report (AAR) to the SECC after demobilization.

Deactivation Phase Actions

- ☐ Follow the Common Responsibilities Deactivation Phase Checklist.

Response Branch Director Checklist

Responsibilities

Provides services and resources requested by local government EOC's and state agency DOC's. Reviews, evaluates, and manages the intelligence gathering at the local government level. Ensures the Response Branch portion of the SECC Action Plan is implemented.

Activation Phase Actions

- ☐ Follow the Common Responsibilities Activation Phase Checklist.
- ☐ Obtain briefing from the Operation Section Chief or the SECC IC.
- ☐ Ensure that the Response Branch is set up properly and that appropriate personnel, equipment, and supplies are in place, including maps and status boards.
- ☐ Meet with Plans/Intelligence Section Chief and obtain a preliminary situation briefing.
- ☐ Based on the situation, activate appropriate Divisions within the Response Branch. Designate Division Supervisors as necessary.
- ☐ Request additional personnel for the section as necessary for 24-hour operation.
- ☐ Determine estimated times of arrival of Section staff from the Resource Unit.
- ☐ Based on the situation known or forecasted, determine likely future needs of the Response Branch.
- ☐ Identify key issues currently affecting the Response Branch. Meet with Branch personnel and determine appropriate branch objectives for the first operational period.
- ☐ Review responsibilities of Group/Unit within the Branch. Develop a Branch Plan detailing strategies for carrying out operational objectives.
- ☐ Adopt a proactive attitude. Think ahead and anticipate situations and problems before they occur.

Operational Phase Actions

- ☐ Ensure that situation and resources information is provided to the Plans/Intelligence Section on a regular basis or as the situation requires, including Status Reports and Major Incident Reports.
- ☐ Ensure that all media contacts are referred to the Public Information Officer.
- ☐ Conduct periodic briefings and work to reach consensus among staff on objectives for forth-coming operational periods.
- ☐ Attend and participate in SECC Action Planning meetings, as requested.
- ☐ Develop "Branch" portion of SECC Action Plan. Work closely with each group supervisors to ensure that the Branch objectives, as defined in the current Action Plan, are being addressed.
- ☐ Monitor and review the "web based" DES 209 situation reports.
- ☐ Refer information about special activities, events, and occurrences to Reports Specialists in Planning Section and to Operations Section Chief.
- ☐ Notify the Operation Section Chief of incidences of scarce resources ordered.
- ☐ Ensure that the Groups coordinate all resource needs through the appropriate Mutual Aid Coordinators or the Logistics Section.
- ☐ Ensure that intelligence information from Group Supervisors is made available to the Plans/Intelligence Section in a timely manner.

- ☐ Ensure that fiscal and administrative requirements are coordinated through the Finance/Administration Section.
- ☐ Brief the Operations Section Chief on all major incidents.
- ☐ Complete a Major Incident Report for all major incidents. Forward a copy to the Plans/Intelligence Section.
- ☐ Brief Group Supervisors periodically on any updated information you may have received.
- ☐ Share status information with other Branches and Sections as appropriate.
- ☐ Maintain SECC Time Record and ICS-214 Activity Log.

Deactivation Phase Actions

- ☐ Follow the Common Responsibilities Deactivation Phase Checklist

Division/Group Supervisor Checklist

Responsibilities

The Division/Group Supervisors report to the Operations Section Chief. The Supervisor is responsible for the implementation of the assigned portion of the SECC Action Plan, assignment of resources within the Division/Group, reporting on the progress of control operations at the local government level, and status of resources with the Division/Group.

Activation Phase Actions

- ☐ Follow the Common Responsibilities Activation Phase Checklist.
- ☐ Obtain briefing from the Operation Section Chief or the SECC IC.
- ☐ Provide an initial situation report to the Operations Section Chief or Response Branch Director.
- ☐ Based on the initial SECC strategic objectives prepare objectives for the assigned Division/Group and provide them to the Response Branch Director prior to the first Action Planning meeting.

Operational Phase Actions

- ☐ Ensure that Group and Unit position logs and other appropriate files are maintained.
- ☐ Maintain current status on missions being conducted in your area of responsibility.
- ☐ Review assignments with field personnel.
- ☐ Ensure the Operations Chief and the Plans/Intelligence Section is aware of all status changes of resources within the Division/Group.
- ☐ Resolve or refer logistical problems within the Division/Group.
- ☐ Provide the Response Branch Director and the Plans/Intelligence Section with an overall summary of Division/Group operations periodically or as requested during the operational period.
- ☐ On a regular basis, complete and maintain the Division/Group Status Report and forward to the Situation Unit.
- ☐ Refer all contacts with the media to the Public Information Officer.
- ☐ Ensure that all fiscal and administrative requirements are coordinated through Finance/Administration Chief.
- ☐ Prepare objectives for the Division/Group for the subsequent operations period. Provide them to the Response Branch Director prior to the end of the shift and the next Action Planning Meeting.
- ☐ Provide your relief with a briefing at shift change, informing him/her of all ongoing activities, Group objectives for the next operational period, and any other pertinent information.
- ☐ Maintain SECC Time Record and ICS-214 Activity Log.

Deactivation Phase Actions

- ☐ Follow the Common Responsibilities Deactivation Phase Checklist.

Recovery Branch Director Checklist

Responsibilities

Collects and maintains documentation of all disaster information for reimbursement from the Federal Emergency Management Agency (FEMA) and/or the Governor=s Disaster Fund. Coordinates all fiscal recovery and program assistance with disaster assistance agencies. Prepares and maintains a cumulative cost report for the event or disaster. Supervise the Recovery Branch and all recovery operations.

Activation Phase Actions

- ☐ Follow the Common Responsibilities Activation Phase Checklist.
- ☐ Obtain briefing from the Operation Section Chief or the SECC IC.
- ☐ Provide an initial situation report to the Operations Section Chief or Response Branch Director.

Operational Phase Actions

- ☐ Establish and maintain position log and other necessary files.
- ☐ In conjunction with the Cost Unit, budget and finance office, compute costs for use of equipment owned, rented, donated or obtained through mutual aid.
- ☐ Obtain information from the Resources Unit regarding equipment use times.
- ☐ Ensure that the budget and payroll office establishes a disaster accounting system, to include an exclusive cost code for disaster response.
- ☐ Ensure that each section is documenting cost recovery information from the onset of the event or disaster; collect required cost recovery documentation daily at the end of each shift.
- ☐ Meet with the Documentation Unit Leader and review SECC Position logs, journals, all status reports and action plans to identify additional cost recovery items that may have been overlooked.
- ☐ Act as the liaison for the disaster assistance agencies to coordinate the cost recovery process.
- ☐ Prepare all required state and federal documentation as necessary to recovery all allowable disaster response and recovery costs.
- ☐ Request cumulative cost totals for the event or disaster from state agencies/departments.
- ☐ Maintain disaster information for reimbursement from DHS/FEMA and/or the Governor's Emergency Fund.
- ☐ Prepare and maintain a cost report for the Finance/Administration Chief, SECC IC, and the State. The report should provide cumulative analyses, summaries, and total expenditures for the City for event or disaster. For information purposes, the report should also provide cumulative totals for each eligible agency within the State.
- ☐ Organize and prepare records for final audit.
- ☐ Assist the Operations Section Chief and Plans/Intelligence Section with preparation of the After Action Report.
- ☐ Maintain SECC Time Record and ICS-214 Activity Log.

Deactivation Phase Actions

- ☐ Follow the Common Responsibilities Deactivation Phase Checklist.

Individual Assistance Group Supervisor Checklist

Responsibilities

The Individual Assistance (IA) Group Supervisor is responsible to interact with all volunteer assistance agencies like the American Red Cross to provide emergency assistance with shelter and feeding to the public impacted by a disaster. The IA Group is also responsible for gathering preliminary damage assessment data on private property residences and business damaged during a disaster and coordinating with the Small Business Administration and FEMA for Presidential declarations.

Activation Phase Actions

- ☐ Follow the Common Responsibilities Activation Phase Checklist.
- ☐ Obtain briefing from the Recovery Branch Director or the Operation Section Chief.
- ☐ Provide an initial situation report to the Recovery Branch Director or the Operations Section Chief.

Operational Phase Actions

- ☐ Coordinate all support and assistance activities involving individuals and businesses.
- ☐ Serve as the point of contact with the MT VOAD resources.
- ☐ Supervise Damage Assessment Teams.
- ☐ Supervise donations management programs
- ☐ Maintain SECC Time Record and ICS-214 Activity Log.

Deactivation Phase Actions

- ☐ Follow the Common Responsibilities Deactivation Phase Checklist.

Public Assistance Group Supervisor Checklist

Responsibilities

TO BE DEVELOPED

Activation Phase Actions

- ☐ Follow the Common Responsibilities Activation Phase Checklist.

TO BE DEVELOPED

Operational Phase Actions

- ☐ Maintain SECC Time Record and ICS-214 Activity Log.
- ☐ Supervise Damage Assessment Teams

TO BE DEVELOPED

Deactivation Phase Actions

- ☐ Follow the Common Responsibilities Deactivation Phase Checklist.

Hazard Mitigation Group Supervisor Checklist

Responsibilities

TO BE DEVELOPED

Activation Phase Actions

- ☐ Follow the Common Responsibilities Activation Phase Checklist.

TO BE DEVELOPED

Operational Phase Actions

- ☐ Maintain SECC Time Record and ICS-214 Activity Log.

TO BE DEVELOPED

Deactivation Phase Actions

- ☐ Follow the Common Responsibilities Deactivation Phase Checklist.

Damage Assessment Group Supervisor Checklist

Responsibilities

The Damage Assessment Group collect initial damage/safety assessment information from other branches/units within the Operations Section and other sources as necessary, including Local Government EOC's. Provide detailed damage/safety assessment information to the Planning/Intelligence Section, with associated loss damage estimates. Maintain detailed records on damaged areas and structures. Initiate requests for engineers to inspect structures and/or facilities. Supervise the Damage/Safety Assessment Group.

Activation Phase Actions

- ☐ Follow the Common Responsibilities Activation Phase Checklist.
- ☐ Obtain a briefing from the Recovery Branch Director, or the Operations Section Chief.

Operational Phase Actions

- ☐ Establish and maintain a position log and other necessary files.
- ☐ Obtain initial damage/safety assessment information from the Response Branch, Division Supervisors and other branches/units as necessary.
- ☐ Coordinate with the American Red Cross, utility service providers, and other sources for additional damage/safety assessment information.
- ☐ Prepare detailed damage/safety assessment information, including estimate of value of the losses, and provide to the Recovery Branch Director and Planning/Intelligence Section.
- ☐ Ensure that each structure and/or facility inspected in accordance with ATC-20 standards and guidelines.
- ☐ Maintain a list of structures and facilities requiring immediate inspection or engineering assessment.
- ☐ Initiate all requests for engineers and building inspectors through the Logistics Section.
- ☐ Keep the Recovery Branch Director informed of the inspection and engineering assessment status.
- ☐ Maintain SECC Time Record and ICS-214 Activity Log.

Deactivation Phase Actions

- ☐ Follow the Common Responsibilities Deactivation Phase Checklist.